



**GLENDALÉ BROADCASTING COMPANY**

**EXHIBIT NO. 116**

**MM DOCKET NO. 93-75**



**NATIONAL  
MINORITY  
TELEVISION  
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

July 1, 1992

Mr. Jim McClellan  
Station Manager  
KNMT-TV Channel 24  
432 Northeast 74th Street  
Portland, OR 97213

Dear Jim:

Just a quick note to clarify policy with regard to station vehicles.

Your station's vehicle is designated for use by the engineering department to make necessary runs to and from the transmitter for repairs, picking up parts, etc.

However, please understand that these vehicles are also to be used for other station business whenever necessary. It will be up to the station manager to prioritize the use of station vehicles and, of course, common sense dictates that the number one priority is to keep the station transmitter and other operating equipment on the air. Beyond that, the vehicles may be used for other station business and errands, i.e., picking up local "Praise" guests, picking up janitorial supplies, etc., etc. Where there is a definite conflict, it should be understood that employees may at times be required to use their own vehicles for which the station will then pay them reasonable mileage for such use.

If there is any question regarding this policy, do not hesitate to contact my office to discuss this matter.

Thank you.

Sincerely,

JANE DUFF  
Director

JD:sd

55040

Project Number

Project No. 97-75

686116

Submitted by Cohen

DEC 3-1993

DEC 3-1993

Disposal

(month)

686116

DEC 3-1993



**GLENDALÉ BROADCASTING COMPANY**

**EXHIBIT NO. 117**

**MM DOCKET NO. 93-75**



**NATIONAL  
MINORITY  
TELEVISION  
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

July 8, 1992

Mr. Jim Mc Clellan  
Station Manager  
KNMT-TV Channel 24  
432 Northeast 74th Street  
Portland, OR 97213

Dear Jim:

To assist your station more efficiently, please send any and all telephone slips to the Prayer Ministry Department at TBN Headquarters care of its Director, Jay Jones. Everything that pertains to telephone prayer ministry is now processed through this office. Do not send the assorted telephone slips, letters or anything else having to do with prayer ministry to the mail department or data entry department, as this will only slow down the processing of materials.

Thank you for your cooperation in this matter as we try to serve you better.

Sincerely,

JANE DUFF  
Director

JD:sd

55043

Period Covered 10/1/92 - 12/31/92

Check # 93-73 Name G. H. C. 117

Presented by G. H. C.

DEC 3-1993

DEC 6-1993

Dispositio

Reporter

G. H. C.

DEC 3-1993

Date





**GLENDAL E BROADCASTING COMPANY**

**EXHIBIT NO. 118**

**MM DOCKET NO. 93-75**



**NATIONAL  
MINORITY  
TELEVISION  
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

July 15, 1992

Mr. Jim Mc Clellan  
Station Manager  
KNMT-TV Channel 24  
432 Northeast 74th Street  
Portland, OR 97213

Dear Jim:

As a cost control measure, it has always been the policy of the corporation to keep the headcount under control by cross-training all employees and making sure that any increase be cleared by headquarters. In the event of a justifiable need, such as a new station beginning production, the total number of employees should be 7 or 8 and a station with full production operations can function with nine full-time employees. Be sure to use part-time people when at all possible and cross-train everyone. Even the station manager should know how to operate the board in an emergency situation.

Your station's employees are your greatest expense and good employees are your greatest asset. Hiring is a very critical issue, therefore, do not increase the headcount without the prior authorization of the Board of Directors, who are now reviewing your stations expenses more closely.

Submit your request to increase the headcount in writing prior to recruiting to avoid any unnecessary efforts and do not submit a request unless it can be fully justified. Stations should continuously look for ways to cut costs and scrutinizing the methods of training is an excellent means to do so.

Sincerely,

JANE DUFF  
Director

JD:sd

55039

Period of Incubation of the Disease	
Ticket No. <u>53-75</u>	Serial No. <u>642-118</u>
Presented by <u>Cohen</u>	
Disposition	(Received) <u>110 3-1953</u>
	(Received) <u>110 3-1953</u>
Reported by <u>A. W. [Signature]</u>	Date <u>110 3-1953</u>



**GLENDALÉ BROADCASTING COMPANY**

**EXHIBIT NO. 119**

**MM DOCKET NO. 93-75**



**NATIONAL  
MINORITY  
TELEVISION  
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

July 15, 1992

Mr. Jim Mc Clellan  
Station Manager  
KNMTV-TV Channel 24  
432 Northeast 74th Street  
Portland, OR 97213

Dear Jim:

Please be advised that no phone numbers are to be put on the screen for any TBN productions without prior approval from the programming department.

The only exclusions involve 800 numbers on tags at the end of TBN productions.

Thank you for your cooperation.

Sincerely,

Jane Duff  
Director

JD:sd

DEC 20

55042

Police Department	CAC 1K
Report No. 9255	
Submitted by CAC	
Disposition	DEC 6-1993
Reported by	CAC
Date	DEC 3-1993





**GLENDALÉ BROADCASTING COMPANY**

**EXHIBIT NO. 120**

**MM DOCKET NO. 93-75**



# **NATIONAL MINORITY TELEVISION INC.**

P.O. Box C-11949, Santa Ana, CA 92711

## **MEMORANDUM**

**TO:** Station Manager  
**FROM:** Management  
**DATE:** December 16, 1992  
**RE:** Standards & Practices of the Company

It has come to our attention that there are some misunderstandings concerning certain rules and regulations among employees.

First of all, a reminder about clocking in and clocking out. Your arrival on time is imperative. On time means 8:30 a.m. Any arrival after 8:30 a.m. is tardy and will not be tolerated by this ministry. If tardiness continues to be a problem it will result in disciplinary action or termination. Seven minutes grace period is acceptable but must be made up. Cards punched incorrectly must have station managers signature for approval.

Punching the time card of another employee or filling out the time sheet of another employee is not allowed and is illegal. The employee whose time card is punched will also be eligible for a penalty or termination if the infraction occurred at their request.

The end of the work day is at 5:30 p.m. unless otherwise authorized by the station manager.

Ten (10) minute break periods are provided at 10:30 a.m. and 3:30 p.m. Lunch hour is from 12:30 p.m. - 1:30 p.m. unless otherwise authorized.

For unexpected absences due to illnesses or emergencies the station manager or department head should be notified by telephone.

Making personal telephone calls on company time is prohibited. Station facilities must be available for business use at all times; therefore personal calls should be made or accepted only when absolutely necessary and conversation should be kept as brief as possible.

If an emergency arises and it is necessary to place a long distance or toll call while at work the station manager must be notified prior to your placing the call. If at all possible have the call charged to your home telephone number or reverse the charges.

55051

97-95

Case

DEC 3-1993  
DEC 6-1993

W. W. W. W.

DEC 3-1993

There will be no solicitation among employees by other employees or customers such as Avon, school candy, etc. The solicitation of employees by other employees for the purpose of selling merchandise, insurance, or any other product or service is expressly prohibited. Persons who are not employees of the station will not be permitted to come or remain on the premises for the purpose of making any solicitation or distributing cards, literature, notices or papers of any kind in any work area or posting any of these on walls, windows, machines or other equipment or on a bulletin board without the expressed permission of the station manager.

Station personnel are not allowed to give testimonials or endorsements on behalf of the company. No statements of stories should be written or released by any employee. Any newsworthy story that an individual feels is suitable for publication should be referred to the station manager.

The use of station postage stamps for personal use is strictly prohibited.

All work areas will be kept neat and orderly at all times (refer to memo "Let's Keep God's House Clean", dated December 1988). The stations offices must always look their best. Just as we are all judged by our friends, acquaintances, and the general public, so is the station judged by its appearance. Good housekeeping makes it easier to organize work and prevents loss of items and misplacing of reports, tapes and so forth.

The writing of personal letters on station stationery is prohibited and the sending of personal letters, payment of bills, etc. in the stations envelopes is prohibited.

Conducting personal business during working hours is prohibited.

Visiting among employees should be kept to a minimum. Employees are asked to not go visiting in other departments. If you have business in another department, transact it and leave.

No unauthorized visitors are allowed in areas designated as restricted or security areas. This includes all areas with exception of the foyer.

Insubordination or failing to carry out the instructions or requests of a supervisor could lead to termination.

Bringing intoxicants or drugs, or consuming intoxicants or drugs (other than those prescribed by your doctor and used as prescribed) on the station premises, or reporting to work under the influence of intoxicating beverages or drugs is prohibited.

Negotiations and agreements between the station, its sponsors, donors, programmers and network affiliates are confidential and are never discussed with or disclosed to anyone except authorized personnel. Improper handling of sponsor or programming credit information can, for example, result in loss of business and/or can leave the station open for serious charges.

Lists of donors or suppliers, and other materials listed as confidential and restricted are not under any circumstances to be removed from the station's premises or discussed with or shown to anyone except authorized personnel.

No one shall deliberately or willfully violate the station's Equal Employment Opportunity program. See: U.S. Dept of Labor posters on the employee bulletin board and the station's equal opportunity policy.

NO ONE SHALL STEAL OR ATTEMPT TO STEAL PROPERTY OF THE STATION, ITS PROGRAMMERS, SPONSORS, OR AFFILIATES, OR ANOTHER EMPLOYEE. THIS ALSO INCLUDES SUCH ACTIONS AS FALSIFYING SICK LEAVE ABSENCES, FALSIFYING MEDICAL AND INSURANCE RECORDS TO OBTAIN BENEFITS UNDER FALSE PRETENSES, AND SUBMITTING FALSE OR MISLEADING INFORMATION ON OR DURING APPLICATION FOR EMPLOYMENT.

NO ONE SHALL INTENTIONALLY DESTROY STATION PROPERTY, ADVOCATE OR PARTICIPATE IN SEIZURE OR MISUSE OF STATION PROPERTY.

NO ONE SHALL CARRY A CONCEALED WEAPON ON STATION PROPERTY, ADVOCATE OR PARTICIPATE IN SEIZURE OR MISUSE OF STATION PROPERTY.

DRESS BY ALL EMPLOYEES SHOULD BE IN GOOD TASTE AND IN KEEPING WITH PROFESSIONAL STANDARDS FOR EACH JOB. IN ADMINISTRATIVE OFFICES, DRESS SHOULD NOT INCLUDE JEANS, T-SHIRTS, SWEATSHIRTS, SANDALS, OR OTHER CASUAL APPAREL THAT WOULD BE UNBUSINESSLIKE IN APPEARANCE.

TO INSURE THAT ALL OF OUR OPERATIONS ARE IN COMPLIANCE WITH I.R.S. REGULATIONS, WE PERIODICALLY ENGAGE AN ACCOUNTING FIRM SPECIALIZING IN NONPROFIT CORPORATIONS TO CONDUCT AN I.R.S. COMPLIANCE AUDIT. OUR MOST RECENT AUDIT REVEALED SEVERAL AREAS THAT WE MUST ADDRESS.

COMPANY CREDIT CARDS MUST BE USED FOR COMPANY BUSINESS ONLY. THE I.R.S. PROHIBITS PERSONAL USE. THE BUSINESS USE MUST BE DOCUMENTED. IT IS NOT ENOUGH TO SIMPLY TURN IN A COPY OF THE CHARGE SLIP. ON THE BACK OF THE SLIP THE NATURE OF THE EXPENSE MUST BE NOTED, AS WELL AS THE NAMES OF ALL INDIVIDUALS WHO WERE SERVED. THE BUSINESS PURPOSE MUST BE STATED; I.E.: "DINNER FOR PRAISE CREW AT HOUSTON LIVE PRAISE."

EVEN ON GASOLINE OR DIESEL CHARGE SLIPS THE EXEMPT PURPOSE MUST BE STATED; I.E.: "TRIP TO CHURCH IN BEAUMONT TO DELIVER FOOD FOR HURRICANE VICTIMS."

ANY CHARGES MADE ON HOTEL ACCOUNTS MUST BE SIMILARLY DOCUMENTED. CHARGES TO HOTEL GIFTS SHOPS SHOULD BE EXTREMELY RARE AND THEN ONLY FOR BUSINESS PURPOSES. HOTEL ROOM MOVIES MAY NOT BE PAID BY TBN AND SHOULD BE PAID BY THE EMPLOYEE AT CHECK OUT. WE WILL BE CHECKING TO MAKE SURE ALL EMPLOYEES ARE NOT EXCEEDING THE DAILY PER DIEM OF \$35.00 FOR FOOD AND MISCELLANEOUS ITEMS.

SIMILAR DISCREPANCIES WERE ALSO NOTED WITH PETTY CASH EXPENDITURES. EVERY EXPENDITURE MUST BE RECEIPTED AND THE RECEIPT MUST SHOW THE NAME OF THE VENDOR, THE DATE, AND THE BUSINESS PURPOSE OF THE EXPENDITURE. THE NAME OF THE EMPLOYEE MUST ALSO BE NOTED ON THE SALES SLIP.

REMEMBER, THESE ARE NOT ONLY COMPANY POLICY REQUIREMENTS. THEY ARE I.R.S. REQUIREMENTS AND THE EXEMPT STATUS OF OUR VARIOUS NONPROFIT CORPORATIONS COULD BE JEOPARDIZED BY ANY OF OUR NEGLECT IN THESE AREAS.

IT IS HOPED THAT THIS REVIEW OF COMPANY STANDARDS AND PRACTICES CLEARS UP ANY MISUNDERSTANDING OR QUESTIONS THAT YOU MIGHT HAVE ABOUT POLICY AND PROCEDURES AS IT RELATES TO THE COMPANY. IF YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE CONTACT YOUR STATION MANAGER, DEPARTMENT HEAD, OR THE PERSONNEL OFFICE AT THE HEADQUARTERS IN HOUSTON.

MANAGEMENT

55053



**GLENDALE BROADCASTING COMPANY**

**EXHIBIT NO. 121**

**MM DOCKET NO. 93-75**





**TBN**

Trinity Broadcasting Network, Inc.

Post Office Box A,

San Jose, Ca 95131

1432 Michelle Drive,

Menlo, Ca 94025

Philip E. Crouch,

President

December 27, 1989

Allied Broadcast Equipment  
3712 National Road West  
P.O. Box 1487  
Richmond, IN 47375

Dear Sir:

This letter is to inform you that Trinity Broadcasting Network (TBN) guarantees credit obligations on invoices of National Minority Television Inc. (NMTV)

If you should have any questions, please call.

Sincerely yours,

*Philip Crouch*  
Philip Crouch  
Assistant Secretary

PC::mt

NMTV

(TBN) 832-2980

(710) 832-2980

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